



Examinations Policy

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The exam policy

The policy purpose

The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

The exam policy will be reviewed annually.

The exam policy will be reviewed by the Senior Leadership Team and Examinations Officer.



Exam responsibilities

Examinations Officer:

- Manages the administration of public and internal exams;
- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies;
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with Subject Leaders to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts.
- Administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration 10/11.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

The SEN Coordinator/SENCO is responsible for:

- Identification and testing of candidates, requirements for access arrangements.
- Holding up-to-date records of candidates requiring access arrangements
- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

Lead invigilator/invigilators are responsible for:

- Collection of exam papers and other material from the exams office before the start of the exam;
- Checking the exam room using invigilators checklist to ensure all JCQ requirements are met before starting the examination;
- Ensuring that students are given the correct examination paper by referring to the seating plan;
- Reading the starting announcement at the beginning of the examination.
- Ensuring that mobile phones are collected in and removed from the examination room.

This policy has been workload assessed

Ratified *September 2020*



- Contacting exams officer if there are any queries regarding the examination;
- Ensure that all invigilators are situated in suitable areas of the exam room and move around when necessary;
- Give the invigilators their designated rows to check attendance and remain responsible for throughout the examination;
- Collection of all exam papers in the correct order, check that all papers are signed and have the candidate number on the front. Complete attendance register, place into examination paper bag and return to the exams office unsealed.

Candidates are responsible for:

- Checking rooms and seat numbers;
- Arriving to the exam punctually;
- Abiding by the rules as set by JCQ and College;
- Ensuring that they hand in any unauthorised materials.

Qualifications offered

- The qualifications offered at this centre are decided by the Subject leaders and Senior Leadership Team.
- The qualifications offered are GCE, Functional skills, Diploma, GCSE, BTEC, NVQ and OCR Nationals.
- Informing the exams office of changes to a syllabus is the responsibility of the Subject Leaders the exams office will set a date for this information to be given. Any changes are to be agreed through Senior Leadership team before informing the exams office.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Subject Leader, Examinations Officer and Senior Leadership Team.

Exam series and timetables

- Examinations are offered in November, January, March and Summer.
- On-demand tests can be scheduled only in windows agreed between the Examinations Officer and Senior Leadership Team.

Timetable

Once confirmed, the Examinations Officer will circulate the exam timetable for external exams to all staff.

Entries, entry details and late entries

- Candidates are selected for their exam entries by the Subject Leaders.
- Candidates or parents/carers can request a subject entry, change of level or withdrawal. There may be a charge for this request.
- The centre accepts entries from external candidates from former candidates and members of staff only.
- The centre does not act as an exam centre for other organisations.
- Entry deadlines are circulated to Subject Leaders via Email and Internal Post/Pigeon hole.

This policy has been workload assessed



- Late entries are authorised by Senior Leadership Team.
- The college will pay for the first resit of any examination.
- Retake decisions will be made by Subject Leader.

Exam fees

- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.
- GCSE entry exam fees are paid by the Centre.
- AS entry exam fees are paid by the Centre.
- A2 entry exam fees are paid by the Centre.
- Late entry or amendment fees are paid by the Departments.
- First re-sit fees are paid by the Centre.
- Post results to be paid for by either department or candidate unless agreed by SLT to be paid for by exams.

Disability Discrimination Act

- All exam centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.
- The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.
- 'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.
- The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of centre.

Access arrangements

- A candidate's access arrangements requirement is determined by the SENCO.
- Making access arrangements for candidates to take exams is the responsibility of the Examinations Officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.
- Rooming for access arrangement candidates will be arranged by the Examinations Officer.
- Invigilation and support for access arrangement candidates will be organised by the Examinations Officer with the support of the SENCO when necessary.

Contingency planning

Contingency planning for exams administration is the responsibility of the Examinations Officer.



Estimated grades

Subject Leaders are responsible for submitting estimated grades to the Examinations Officer when requested by the Examinations Officer.

Managing invigilators

- Teaching Assistants/Support staff are used to invigilate examinations.
- These invigilators will be used for Internal exams and External exams.
- Invigilators are timetabled and briefed by the Exams office.

Malpractice

The Exams office is responsible for investigating suspected malpractice.

Exam days

- The Examinations Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- Site management is responsible for setting up the allocated rooms.
- The lead invigilator will start all exams in accordance with JCQ guidelines.
- In practical exams subject teachers may be on hand in case of any technical difficulties.
- Exam papers must not be read by invigilators/subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Subject Leaders at the end of the exam session.
- A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required this must be agreed with Examinations Officer or member of SLT. Under no other circumstances will subject teachers be allowed into the examination room.

Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Examinations Officer.
- Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.
- The Examinations Officer is responsible for handling late or absent candidates on exam day or subsequently.



Clash candidates

The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special consideration

- Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre or the Examinations Officer.
- The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.
- The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Internal assessments and appeals

Internal assessment replaces the largely discontinued term coursework

- It is the duty of Subject Leaders to ensure that all internal assessment is ready for despatch at the correct time. The Examinations Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.
- Marks for all internally assessed work and estimated grades are provided to the exams office by the Subject Leaders. Refer to Internal Verification Procedure.

Appeals against internal assessments

The process for managing appeals against internal assessments is detailed in a separate internal appeals procedure, available from the exams office.

The process for managing appeals against controlled assessments is detailed in a separate controlled assessment appeals procedure, available from the exams office.

Results, enquiries about results (EARs) and access to scripts (ATS)

- Candidates will receive individual result slips on results days, in person at the centre.
- Arrangements for the centre to be open on results days are made by Senior Leadership Team and the Examinations Officer.
- The provision of staff on results days is the responsibility of the Examinations Officer.

EARs

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested.



- If a result is queried, the Examinations Officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at with the candidate, department or the centre's expense.
- When the centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

ATS

- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Re-marks cannot be applied for once an original script has been returned.

Certificates

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so by letter of consent from the candidate and must provide identification.